

**Exhibitor's Brochure**

**Don't miss out on the fun!** The host committee from Murfreesboro Parks and Recreation department is busy planning for our visit. Our delegates look forward to seeing the new products and services you have to offer each year. Please mark your calendar today to join us at the Embassy Suites.

Imagine fun and excitement of middle Tennessee in the fall with approximately 250 parks and recreation delegates. What could be better? We sincerely appreciate your continuing support of our activities.

**Tentative Exhibitors Schedule:**

**Monday, September 20, 2010**

11:15-2:15 pm      *Exhibitor's Setup*  
2:15-3:45pm        *Opening Session*  
3:45-5:45 pm      *Trade Show Opening Social*  
5:30-7:30pm        *Hotel Managers Reception*  
7:00 - ??            *Opening event with dinner*

**Tuesday, September 21, 2010**

9:00-11:30am      *Exhibit Hall Open*  
11:30-1:30pm      *Lunch with the Exhibitors*  
1:30pm              *Exhibit Hall Dismantle*

TRPA also offers opportunities to advertise in our magazine, be a commercial member and sponsor events and

**Location:**



The Embassy Suites is right off I-24 with easy access and convenient Free parking.

Our group hotel rate is \$119.00/plus tax/per night and includes a cooked to order breakfast and a nightly managers reception.

**Early Birds (Prior to April 1, 2010):** Take \$25 off your booth price if your full payment is post marked by April 1, 2010. Don't forget we accept Master Card and VISA payments can be made via our secure website. Submit your contact and make your payment on-line and have it done!

activities throughout the year.

**Booth, Badges & Meal Tickets**

Act now to get the best location. Booth space will be assigned on a first-contract-received basis. Each 8' x 10' draped booth includes: one trash can, one six foot table, two chairs and an ID sign. TRPA will not furnish electrical outlets at the booths. If you wish to have electrical connections, please see the Decorating Company's kit!! Exhibitors are not allowed to change colors of the back and/or side draping in their booth from the approved TRPA color selections. Exhibitors can rent additional tables, chairs, etc., through the Decorating Company. Rental information will be included in the convention services kit which will be mailed to all registered exhibitors in 2010.

Two representative passes and meal tickets are available with each booth. Additional passes can be purchased in advance from the TRPA Office. Sorry, due to food guarantee dates, we cannot guarantee passes will be available on site. TRPA Conference Name badges must be worn and displayed prominently at all times. No one will be admitted to any conference functions, including the exhibit hall, without a conference name badge.

**Exhibitors will provide their own workers compensation insurance (in accordance with state law) on all booth representatives and will provide TRPA with a certificate of General Liability Insurance (minimum of \$1,000,000.00 coverage) that lists TRPA and Embassy Suites as additional insureds. Exhibitor understands and agrees that failure to provide such certificate will prevent them from setting up their booth. No refunds will be given for failure to provide certificate of insurance as outlined**

Booth Level	Booth Rate	TRPA Commercial	Member Discount Rate
1st Booth	\$595		\$495
Additional Booths	\$550		\$450

**For more information contact:**

TRPA, 718 Boyd Mill Ave, Franklin, Tennessee 37064

Phone: 615-790-0041    FAX: 615-790-1008    E-mail: info@trpa.net    Web Address: www.trpa.net

**TRPA 2010 Exhibitor Contract – Murfreesboro – September 20-21**

Company Name: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Area Code/Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

We will be displaying the following materials/services: \_\_\_\_\_

Our identification sign should read as follows (please print): \_\_\_\_\_

**Rules and Regulations**

- 1 Booth assignments will be made according to earliest reservation received. April 1 is the deadline for being included in the conference program.
- 2 Each 8' x 10' booth will be furnished with: One six-foot draped table, one trashcan, two chairs and an ID sign. Equipment that would damage the flooring will not be permitted into the hall. Please plan accordingly, as booth refunds will not be issued because equipment is inappropriate for the hall.
- 3 **TRPA will not furnish electrical outlets at the booths.** If you wish to have electrical connections, please see the Decorating Company's kit!! Exhibitors are not allowed to change colors of the back and/or side draping in their booth from the approved TRPA color selections. The exhibitors (through the Decorating Company) can rent additional tables, chairs, etc. Every effort will be made to comply with space requests; however, TRPA cannot guarantee booth space assignment away from any company.
- 4 Booth # assigned: \_\_\_\_\_
- 5 The Tennessee Recreation and Parks Association reserves the right to remove or eliminate any objectionable exhibits, persons, advertisements, souvenirs, or any other feature or activity which might harm or impair the high standard of the Conference.
- 6 All articles of value shall be properly secured by the exhibitor, or removed to safekeeping after exhibit hours. The exhibitor must have an attendant in charge of his/her exhibit during the hours the exhibit is open.
- 7 The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the event premises and will indemnify, defend, and hold harmless TRPA, the facility, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. **The Exhibitor will provide their own workers compensation insurance (in accordance with state law) on all booth representatives and will provide TRPA with a certificate of General Liability insurance (minimum of \$1,000,000.00 coverage) that lists TRPA and Embassy Suites Murfreesboro as additional insured's. Exhibitor understands and agrees that failure to provide such certificate will prevent them from setting up their booth. No refunds will be given for failure to provide certificate of insurance as outlined in this section.**

**BILLING STATEMENT**

**Early Birds (Prior to April 1, 2010):** Take \$25 off your booth price. Please note that full payment must be post marked by April 1, 2010 to qualify for this discount. (Please make checks payable to TRPA).

TRPA gladly accepts VISA and MasterCard through our secure on-line website. You can even complete your contract on-line. For more information go to [www.trpa.net](http://www.trpa.net) then under the education button chose the conference from the fly down menu.

	<u><b>Booth Rate</b></u>	
<b>1<sup>st</sup> Booth \$595</b>		<b>Additional Booths \$550</b>

	<u><b>TRPA Commercial Member Discount Rate</b></u>
<b>1<sup>st</sup> Booth \$495</b>	<b>Additional Booths \$450</b>

Authorized Company Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Candi Rawlins, CPRP, CAE, IOM, Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Return contract and check to: TRPA, 718 Boyd Mill Avenue, Franklin, TN 37064, Phone: 615-790-0041, Fax: 615-790-1008, E-mail: [info@trpa.net](mailto:info@trpa.net)